



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse  
Services**

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Michael Moseley, Director

September 9, 2004

**TO:** Area Program/LME Directors  
Safe and Drug Free Schools and Communities (SDFSC), Planning Grant  
Application Coordinators

**FROM:** Flo Stein, Chief  
Community Policy Management

**SUBJECT:** SDFSC Annual Plan Grant Application

The Prevention and Early Intervention team of the Community Policy Management Section in the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (MH/DD/SAS), is issuing the application for the annual plan of the Safe and Drug Free Schools and Communities (SDFSC) grant funds. There have been revisions in this year's application to remain in compliance with federal regulations and state reform efforts.

The Safe and Drug Free Schools and Communities initiative is a collaborative effort involving the Department of Public Instruction and community based agencies. The implementation of the SDFSC Annual plan requires intensive collaboration with the local school system and other agencies in the development of a continuum of prevention programs that engage youth at their various life stages.

Applicants eligible for the SDFSC Grant funds for FY 04-05 are those Area Programs/LMEs and private-not-for-profit substance abuse contract agencies that received FY 03-04 SDFSC Program Grant Awards. SDFSC FY 04-05 funds are available at the same amount as FY 03-04 so the application should not exceed that amount. SDFSC grant funds should be used for the specific purpose of implementing SDFSC approved Science based prevention programs in accordance with the Department of Education's Principles of Effectiveness. These funds are made available to implement evidence based prevention programming that have proven to have a positive impact in schools and communities and to ensure safe, orderly drug and violence free learning environments.



The SDFSC grant funds can only be used to serve the **selective** population as defined in the application. Attached is the Annual Plan application, instructions and a Statement of Assurances document that will need to be signed and returned.

Questions may be addressed to Lee Lewis, Program Manager, Safe and Drug Free Schools Grant initiative on the Prevention and Early Intervention Team at (919) 715- 5989 or [Lee.Lewis@ncmail.net](mailto:Lee.Lewis@ncmail.net).

FS:ll

Attachments:

- Annual Plan Application and Statement of Assurances
- Budget Narrative
- Budget Spreadsheet

CC: Secretary, Carmen Hooker Odom

Lanier Cansler

James Bernstein

DMH/DD/SAS Executive Leadership Team

Dick Oliver, LME Team leader

Carol Duncan Clayton

Robin Huffman

Mike Mayer

Patrice Roesler

Bob Hedrich

Wanda Mitchell

Area Program Finance Officers

Janice Petersen, Team Leader, Prevention and Early Intervention

Lee Lewis, Program Manager, Safe and Drug Free Schools Grant Program Manager



**N.C. DEPARTMENT OF HEALTH & HUMAN SOURCES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES  
COMMUNITY POLICY MANAGEMENT – PREVENTION & EARLY INTERVENTION TEAM**

**GOVERNOR'S SUBSTANCE ABUSE AND VIOLENCE PREVENTION PROGRAM  
Safe and Drug Free Schools & Community Act (SDFSCA)**

**ANNUAL PLAN  
APPLICATION PACKET FOR SDFSCA PROJECT FUNDING**

**FY 04-05**

**CONTENTS:**

1. Instructions for Annual Plan
2. Annual Plan Application
3. Statement of Assurances
4. Attachment I: Budget Form

**NOTE: MID YEAR PROGRESS REPORT AND YEAR END EVALUATION REPORT  
WILL BE FORWARDED TO YOU SEPARATELY BY NOVEMBER 1, 2004**

**SUBMIT COMPLETED AND SIGNED  
ANNUAL PLAN APPLICATION AND STATEMENT OF ASSURANCES  
BY  
MONDAY OCTOBER 11, 2004  
  
FAXED COPIES ARE UNACCEPTABLE**

PLEASE **EMAIL** AND **MAIL HARD COPY** OF COMPLETED REPORTS BY **MONDAY OCTOBER 11, 2004** TO:

Lee Lewis, Project Administrator  
Community Policy Management Section – Prevention and Early Intervention team  
3021 Mail Service Center  
Raleigh, NC 27699-3021

[Lee.Lewis@ncmail.net](mailto:Lee.Lewis@ncmail.net)

## **I. Safe and Drug Free Schools and Communities Annual Plan Application Instructions**

### **A. Overview of Safe and Drug Free Schools and Communities Grant**

The Safe and Drug Free Schools and Communities Grant Initiative is designed to provide a Safe and drug free environment in our communities through collaborative efforts of the Division of Mental Health, Local Education Agencies, and other community organizations with resources and ability to impact the youth of our communities. Having Safe and drug free Schools is one of our nation's highest priorities. To ensure that recipients of funds use those funds in ways that preserve State and local flexibility, but are most likely to reduce drug use and violence among youth, a recipient shall coordinate its SDFSCA funded programs with other available prevention efforts to maximize the impact of all the drug and violence prevention programs and resources available to its, state school district, or community.

The recipient agency of a SDFSC grant will provide evidence based prevention services and programming that will directly impact youth meeting the at risk criteria for selective prevention services.

### **B. Purpose and Goals**

The purpose of SDFSC is to ensure that local schools and communities provide safe and drug free programming that enhances resiliency skills and reduces risk factors that may lead to drug use or violence. This focus should provide proven strategies that are known to have effective results in improving safety in our communities while reducing negative influences that lead to drug use and violence.

### **C. Eligible Applicants**

Child adolescent, under the age of 18 and their families who are determined to be at risk for substance abuse or violence and who meet the criteria for receiving Selective prevention programming services.

### **D. Required Elements (Safe and Drug Free Schools Principles of Effectiveness)**

The U.S. Department of Education has announced that the following Principles of Effectiveness will govern recipients' use of funds received under Title IV—State and local programs of the Elementary and Secondary Education Act, the Safe and Drug Free Schools and Communities Act (SDFSCA) State Grants Program. The Principles of Effectiveness became effective July 1, 1998 and apply to both state and local agencies.

The following guidelines offer clarification to assist programs in applying the Principles of Effectiveness locally. To be funded, Programs must be:

- (1) based on an assessment of objective data about the drug and violence problems in the schools and communities to be served;
- (2) based on performance measures aimed at ensuring that these schools and communities have a safe, orderly, and drug free learning environment;
- (3) grounded in scientifically-based research that provides evidence that the program to be used will reduce violence and illegal drug use;
- (4) based on an analysis of the prevalence of "risk factors, protective factors, buffers, assets, or other variables", identified through scientifically based research, that exist in the schools and communities in the State;
- (5) based on consultation with and input from parents; and evaluated periodically against locally selected performance measures, and modified over time (based on the evaluation) to refine, improves and strengthens the program.

The Safe and Drug Free Schools and Communities (SDFSC) grant recipients shall follow the substance abuse prevention services definition and Substance Abuse Services Prevention Record requirements defined in the Behavioral Health Prevention Education Services. The BHPES is a Child Substance Abuse service designed to prevent or delay the onset or delay the first use of substances or to reduce or eliminate the use of substances. This is a non-Medicaid service that is preventative in nature and is not intended for individuals who have been determined to have a diagnosable substance abuse or mental health disorder that requires treatment.

The SDFSC grant funds will only serve recipients in *Selective* populations. These individuals are deemed to be at risk for substance abuse by virtue of their membership in a particular population segment (i.e., children of adult alcoholics, dropouts, or students who are failing academically).

#### **E. Criteria for selecting a research based program.**

It is important that you choose the most appropriate program for your target population and community. Below you will find a description of Effective, Promising and Exemplary programs and criteria for selections.

#### **EFFECTIVE PROGRAMS**

Effective programs are prevention programs that produce a consistent positive pattern of results. Only those programs that positively affect the majority of intended recipients or targets are considered effective. These programs must score at least a 4.0 on a 5-point scale on parameters of integrity and utility. CSAP categorizes effective programs as those meeting “model program” criteria but not currently being disseminated by their developers.

#### **PROMISING PROGRAMS**

Promising programs provide useful and scientifically defensible information about what works in prevention but do not yet have sufficient scientific support to attain status subsequent to review of additional documentation regarding program effectiveness. Promising programs must score at least 3.33 on a 5-point scale on parameters of integrity and utility. CSAP provides feedback and resources and offers technical assistance to guide promising programs to advance their evaluation and obtain the data and supportive materials needed to achieve model status.

#### **EXEMPLARY PROGRAMS**

Exemplary programs are prevention programs that produce a consistent positive pattern or results. Only those programs that positively affect the majority of intended recipients or targets are considered effective. These programs must score at least 4.0 on a 5-point scale on parameters or integrity and utility.

An appropriate logic model to begin the process of implementing effective prevention programming in local communities is described below.

- Assess your needs
- Assess and develop capacity
- Select programs and practices
- Implement programs
- Evaluate programs and practices
- Write your reports
- Get training and support

### ***Assess Your Needs***

- Start with a vision statement for your prevention project.
- Outline the project's constituency groups and roles for participants.
- Define the characteristics of the target populations and project participants.
- Outline the project's general characteristics (e.g., contexts, theory, settings).
- Obtain national and State data on health status, substance abuse problems, and census/demographic variables.
- Identify the risk and protective factors to be addressed by the project.
- Add primary data you gathered locally.
- Generate your needs assessment report with decision support.

### ***Assess and Develop Capacity***

- Determine internal capacities – human, infrastructure/technical, and funding.
- Determine external resources – human (stakeholders, volunteers), technical/physical (donated services, facilities), and funding (local, regional, and national support sources)
- Develop your project's strategic plan – vision, mission, goals, and objectives.

### ***Implement Programs***

- Develop action plans and prepare to implement each activity in a project.
- Develop a system to conduct the preventive intervention components.
- Appropriate staffing
- Consistent procedures
- Organizational and community support for the programs
- Training staff
- Preparing for project evaluation

Some attention should also be given to defining action steps for:

- Maintaining fidelity
- Coping with barriers
- Working with facilitators

### ***Evaluating Programs and Practices***

- Evaluation capacity tools to help design prevention project evaluations, gather the data, create easily managed database, and then analyze and interpret the data.
- Process evaluation tools to record and quantify the many processes involved in running a preventive intervention program.
- Outcome evaluation tools to measure the interventions' outcome effects among the participants.

Other guidance to develop logic models can be found at [www.preventionplatform.samhsa.gov](http://www.preventionplatform.samhsa.gov)

## **F. Application Instructions**

Applicant should follow format provided and keep answers within box provided. Attachments may be added but must be clearly referencing section and question in which it supports. All Applications should be typed and font size may be no smaller than 11. Applicant is requested to provide application attachments as needed with data, information, and materials to support application (supporting data, surveys, news articles, police reports, etc.).

**Applicants should submit the following by no later than 5:00 p.m. on Monday October 11, 2004.**

**1 Original and 2 copies of the SDFSC Annual Plan application and  
1 Signed Original copy of SDFSC Grant application Statement of Assurances**

To:  
Lee Lewis, Program Manager  
Prevention and Early Intervention Team  
Developmental Disabilities, and Substance Abuse Services,  
301 West Jones Street Suite 250,  
Raleigh, NC 27603  
For regular mail and express mail services

Fax copies will not be accepted.

## **G. Review Process**

A Grant review Committee will be appointed by the Prevention and Early Intervention Team of the Community Policy Management Section. The team will consist of state staff from Mental Health, Developmental Disabilities, and Substance Abuse Services, the Department of Public Instruction, local LMEs, and local providers. The Review team will review all applications based on evaluation criteria developed to assess SDFSC programs, and make funding recommendations to the Chief of Community Policy Management.

## **H. Questions and Clarifications**

Questions and Clarifications regarding proposal preparation may be addressed by contacting Lee Lewis, or Janice Petersen at (919) 715-5989 or send an email to [Lee.Lewis@ncmail.net](mailto:Lee.Lewis@ncmail.net).

**N.C. Department of Health and Human Services  
Division of Mental Health, Development Disabilities and Substance Abuse Services  
COMMUNITY POLICY MANAGEMENT SECTION – PREVENTION AND EARLY INTERVENTION TEAM**

**Safe and Drug Free Schools and Communities, Public Law 107-110  
(Governor's Substance Abuse and Violence Prevention Program)**

**II. ANNUAL PLAN APPLICATION AND INFORMATION FACE SHEET FY 04-05**

<hr/> Sponsoring Agency (Area Program/LME)	<hr/> Name of Prevention Project
<hr/> Mailing Address	<hr/> Mailing Address
<hr/> Project Director Supervisor	<hr/> Project Director's Name and Title
<hr/> Email Address	<hr/> Email Address
<hr/> ( ) _____ ( ) _____ Telephone                      Fax	<hr/> ( ) _____ ( ) _____ Telephone                      Fax
<hr/> Person Completing Form/Date Completed	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <hr/>           \$ _____            Grant Amount Awarded            FY 03-04 *         </div> <div style="width: 45%;"> <hr/>           \$ _____            Grant Amount Awarded            FY 04-05*         </div> </div>

List below the name of each Selective program(s) you have chosen to utilize during FY '04-'05:

<i>TARGET POPULATION</i>	<i>PROGRAM</i>



## II. SFDSC Annual Plan Application

### A. PROJECT SUMMARY

*(NOTE: Use a separate page for each Selective Program you will deliver. Do not exceed one page for each program identified)*

**Summarize below the focus and prevention strategies of the project. Utilizing the Principles of Effectiveness, choose an Evidence Based Selective Programs that are promising, effective or model programs as endorsed on the web sites of the U. S. Department of Education ( DOE),the Center for Substance Abuse Prevention (CSAP), the National Institute on Drug Abuse (NIDA), , the Center for Disease Control(CDC) and the U. S. Office of Juvenile Justice and Delinquency Prevention (OJJDP).**

<b>Program Identified</b> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Promising <input type="checkbox"/>	
<b>Name of appropriately trained staff person(s) to service</b>	
<b>State name of staff person in need of training</b>	
<b>Provide a comprehensive description of the program design and materials</b>	
<b>Describe the target population</b>	
<b>List Data used to assess drug &amp; violence problems in schools &amp; communities</b>	
<b>Location of service site</b>	
<b>Type and duration of services</b>	

## B. Selective Population(s)

(NOTE: Use a separate page for each Selective Program you will deliver. Do not exceed one page for each program identified)

Projects shall provide selective prevention activities to children and adolescents, under the age of 18, who do not use substances and do not require prevention or treatment services. **SDFSC funds shall be utilized to support community based programs only.**

**NAME OF PROGRAM:** \_\_\_\_\_

Column 1: Unduplicated number of **all persons** served annually \_\_\_\_\_

	Category	No.
<b>Gender</b>	Male	
	Female	
<b>Racial/Ethnic Group</b>	Caucasian	
	Black/African American	
	Native American	
	Hispanic/Latino	
	Asian	
	Other	
<b>Age of child/ Adolescent</b>	Less than 5 yrs. old	
	5 to 9 yrs. old	
	10 to 12 yrs. old	
	13 to 15 yrs. old	
	16 to 17 yrs. old	
	<b>Total # youth to be served annually</b>	
<b>Adult age(s)</b>	18 yrs. old	
	19 to 20 yrs. old	
	21 yrs. old	
	<b>Total # adults to be served annually</b>	

Column II: Unduplicated # of **selective youth** to be served annually: \_\_\_\_\_

Child adolescent, under the age of 18, who is determined to be at elevated risk for substance abuse and who:		
	Is currently experiencing, or in the previous six months has experienced, documented school related problems or educational attainment difficulties including school failure, truancy, suspension or expulsion, or dropping out of school; <b>OR</b>	
	Has documentation negative involvement within the previous six months with law enforcement or the courts including formal and informal contacts such as arrest, detention, adjudication, warning, or escort; <b>OR</b>	
	Has one or both parents, legal guardians, or caregivers who have on or more documented child abuse or neglect reports, investigations, or substantiation involving DSS; <b>OR</b>	
	Has one or both parents, legal guardians, or caregivers who have a documented substance-related disorder.	
Recipients will be individually identified, client records will be maintained, and designated consumer prevention outcomes will be tracked.		
Re-assessment is required at least annually		

### C. PROJECT SPECIFIC OUTCOME MEASURES

(NOTE: Use a separate page for each Selective Program you will deliver. Do not exceed one page for each program identified)

Describe in measurable terms at least three (3) project specific outcome measures, such as:

- **INDIVIDUAL**                      Attitude towards drug use  
   Perceived risk/harm
- **PEER**                              Interaction with antisocial behavior
- **SCHOOL**                         School bonding or commitment
- **FAMILY**                         Perceived parental attitude  
   Parenting skills/practices/bonding
- **COMMUNITY**                    Perceived availability  
   Community laws and norms
- **ENVIRONMENTAL**

These measures shall be monitored during the coming year in the projects' Mid-Year and Year - End Evaluation Report.

Outcome Measures	Description of Project –Specific Consumer Outcome Measures with Measurable performance Benchmarks for Success	Methodology for Measurement

Note: The Prevention and Early Intervention Team will be pilot testing the Data-base Builder model of the Minimum Data Set data collection system. Information and training will be made available to all sub-grantees.

**D. YEAR-END PROJECT EVALUATION PLAN**

Briefly describe the plan by which the overall success of the project will be evaluated.

**E. TOTAL Itemized Budget/Narrative for Project**

See budget form and narrative instructions (Attachment I.)

(Include summary of budget narrative here)

**F. COORDINATION WITH PREVENTION EFFORTS AND RESOURCES IN LOCAL SCHOOLS**

Describe the coordination of prevention activities targeting selective population with local schools.

**G. NETWORKING WITH OTHER AGENCIES IN THE COMMUNITY**

Describe activities of the agency which involves networking with other programs in the community, including those that provide innovative programs of substance abuse education and prevention for you involved with the juvenile justice system the Department of social services, the public school system and youths in families receiving treatment services.

**H. PLAN FOR RECORD-KEEPING AND REPORTING ON PROJECT RECIPIENTS  
AND SERVICES**

Describe procedures for documentation of a Substance Abuse Services Modified Record for  
Child Adolescent Substance Abuse Selective Services

### **III. STATEMENT OF ASSURANCES FOR GOVERNOR'S PREVENTION PROJECTS**

As a recipient of the Governor's Substance Abuse and Violence Prevention Program Funds, the undersigned agrees to abide by provisions for this funding outlined in the Safe and Drug-Free Schools and Communities Act of current citation of current law and its subsequent amendments, as well as those specified in Federal and State statutes, rules, regulations, and standards. The undersigned also agrees to abide by all program and application guidelines, policies, and instructions of the *State Plan: Blueprint for Change*.

The undersigned must further provide specific assurance of their understanding of, and agreement to, each of the following conditions for funding through the Governor's Substance Abuse and Violence Prevention Program:

#### **1. Use of Funds to Supplement and Not to Supplant Non-Federal Funds**

Federal funds made available shall be used only to supplement other funding of selective prevention projects, and in no event shall be used to supplant State, local, and other non-federal funds.

#### **2. Identification of Projects as Federally Assisted Program**

*Each funded project shall, in any brochure, handout, public announcement, newsletter or other project publication or materials, clearly identify itself as a Federal program funded under the Safe and Drug-Free Schools and Communities Act of current citation or current law. Projects shall also acknowledge the support of the N.C. Department of Health & Human Services, Division of Mental Health, Developmental Disabilities, Substance Abuse Services, Community Policy Management-Prevention & Early Intervention.*

#### **3. Conditional Allocation of Funds**

Receipt of funds is conditional upon receipt and approval of the completed *Annual Plan Application and Statement of Assurances* and written authorization of the Governor's Designated Representative. Authorization is contingent upon approval of a specific targeted selective prevention project as described in the completed *Annual Plan Application and Statement of Assurances*, including any required *revisions* in the project's *Annual Plan*.

#### **4. Authorized Utilization of Funds**

Funds shall be utilized only for the implementation of the named substance abuse selective prevention project which has been authorized for a determined amount of funding for the fiscal year as described in the *Annual Plan Application and Statement of Assurances*, in accordance with the program guidelines and instructions of the Governor's Substance Abuse and Violence Prevention Program.

#### **5. Provision for De-allocation of Funds**

If upon review by the Governor's Designated Representative the project has failed to comply with the provisions of the Governor's Prevention Program, specifically including the delivery of services in accordance with the approved application, the maintenance of approved program records, the maintenance of adequate program staff, and/or the appropriate expenditure of program funds, the project's funds may be de-allocated on a temporary or permanent basis.

## **6. Conditions for Continued Allocation of Funds**

Continued receipt of funding is contingent upon compliance with all conditions specified by the N.C. Department of Health and Human Service, Division of Mental Health Developmental Disabilities and Substance Abuse Services and the U.S. Department of Education, as well as upon the continued availability of such funding.

## **7. Eligible Recipients for Selective Youth Projects**

Youth projects are described under the category of Behavioral Health Prevention Education Services, which are designed to prevent or delay the first use of substances or to reduce or eliminate the use of substances. This service is provided in a group modality and is intended to meet the substance abuse prevention and/or early intervention needs of participants with identified risk factors for substance abuse problems (Selective) and/or with identified early problems related to substance use (Indicated). Participants in Behavioral Health Prevention Education Services have identified risk factors or show emerging signs of use and the potential for substance abuse. The most typical program has a provider working directly with participants or parents (in a group setting) in a wide variety of settings including naturally occurring settings (school or community, etc.) on reducing known risk factors and/or enhancing protective factors that occur in that setting. Services are designed to explore and address the individual's behaviors or risk factors that appear to be related to substance use and to assist the individual in recognizing the harmful consequences of substance use. This service includes education and training of caregivers and others who have a legitimate role in addressing the risk factors identified in the service plan. This service includes, but is not limited to children of substance abuser groups, education services for youth, parenting/family management services, peer leader/helper programs, and small group sessions. This service is preventative in nature and is not intended for individuals who have been determined to have a diagnosable substance abuse or mental health disorder, *which* requires treatment. Behavioral Health Prevention Education Services are time-limited based on the duration of the curriculum-based program used. A provider is required to utilize an evidenced-based program in one of three nationally approved categories: Promising Programs, Effective Programs, and Model Programs.

## **8. Documentation requirements regarding Risk Factors shown to be associated with substance abuse**

The service record shall follow the requirements set forth in the Substance Abuse Services Record for Child and Adolescent Selective and Indicated Prevention Services\* as it pertains to the assessment, service plan and service provision.

The assessment of the participant shall include documentation of the findings on a child or adolescent risk profile that identifies one or more designated risk factors for substance abuse, and shall include documentation of individual risk factor(s), history of substance use, if any, a description of the child's or adolescent's current substance use patterns, if any, and attitudes towards use. Documentation shall include other relevant histories and mental status that is sufficient to rule out other conditions suggesting the need for further assessment and/or treatment for a substance abuse or dependence diagnosis and/or a co-occurring psychiatric diagnosis.



The Plan shall be based on an identification of the child's, adolescent's, and/or family's problems, needs, and risk factors, with recognition of the strengths, supports, and protective factors. The Plan shall match the child or adolescent risk profile with appropriate evidence-based prevention goals that addresses the children or adolescent's and/or family's knowledge, skills, attitudes, intentions, and/or behaviors. The plan shall be signed by the participant and the parent/guardian, as appropriate, prior to the delivery of services.

Following the delivery of each service, the minimal standard for documentation in the service record shall be a Service Grid, which includes:

- a) identification of the evidence-based program being implemented;
- b) full date and duration of the service that was provided;
- c) listing of the individual child or adolescent and/or his or her family members that were in attendance;
- d) identification of the curriculum module delivered;
- e) identification of the module goal;
- f) identification of the activity description of the module delivered; and
- g) Initials of the staff member providing the service which shall correspond to a signature with credentials identified on the signature log section of the Service Grid.

#### **9. Development and Reporting of Consumer Outcome Measures**

The project shall develop procedures for, reporting of, Project-Specific Consumer outcome Measures as described in the completed *Annual Plan Application*.

#### **10. Confidentiality Requirements**

The confidentiality of the recipients of services provided through the Governor's Selective Youth projects shall be fully protected in accordance with Federal Confidentiality Regulations pertaining to Alcohol and Drug Abuse Patient Records as outlined in 42 CFR Part 2.

#### **11. Mid-Year Progress Report and Year-End Evaluation Report**

The Project Director ***shall submit a Mid-Year Progress Report by January 31, 2005***, to the Project Administrator, according to the approved report format. This *Progress Report* shall be submitted on the approved report form and shall include a description of persons served and progress towards the achievement of Statewide and Project-Specific Consumer Outcome Measures as established in the *Annual Plan Application*.

The project **shall submit a Year-End Evaluation Report by July 31, 2005**, to the Project Administrator, according to the approved report format. This *Evaluation Report* shall be submitted on the approved form and shall include a description of persons served and progresses towards the achievement of Statewide and Project-Specific Consumer Outcome Measures established in the *Annual Plan Application*, as well as a summary and a copy of the *Year-End Project Evaluation*. **Faxed copies of the report are unacceptable.**

#### **12. State Office Notification of Program and Personnel Changes**

The Project Director **shall within thirty (30) days** of significant program or personnel changes provide written Notification of such changes to the Program Manager, Prevention and Early Intervention Team.

**13. State and Federal Fiscal Audit and Program Evaluation**

The project shall provide access to all client and recipient records, administrative project records and other project files, provide information required for fiscal audit and program evaluation purposes, and host project site visits as requested.

**14. Staff Participation in Prevention Project Meetings and Training**

Project staff shall participate in curricula training, as well as related regular regional and other statewide meetings, training events, and workshops.

**SIGNATURES OF ASSURANCES:**

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<b><i>Project Director*</i></b>	<b>Date Signed</b>
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<b><i>Project Director's Supervisor*</i></b>	<b>Date Signed</b>
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<b><i>Area Program/LME Substance Abuse Director**</i></b>	<b>Date Signed</b>
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<b><i>Area Program/LME Area Director **</i></b>	<b>Date Signed</b>
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<b><i>Contract Agency Director*</i></b> (if applicable)	<b>Date Signed</b>
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\*        ***These signatures are required for all projects.***

\*\*       ***These signatures are required for all Selective Youth Projects.***

# Budget Form

SDFSC Grant Applicant:	
Description	Total Project Amount
<b>Personnel</b>	
11) Salary/Wages	
12) Benefits	
13) Professional Services	
14) Board Member Compensation	
15) Other:	
<b>16) Total Personnel Services</b>	
<b>Supplies and Materials</b>	
17) Office Supplies and Materials	
18) Computer Supplies & Software	
19) Janitorial Supplies	
20) Educational/Medical Supplies	
21) Automotive Supplies	
22) Other:	
<b>23) Total Supplies and Materials</b>	
<b>Current Obligations</b>	
24) Travel	
25) Communications (Telephone, Postage, etc.)	
26) Utilities	
27) Printing and Binding	
28) Repair and Maintenance	
29) Computer Services (Accting, Payroll, etc.)	
30) Employee Training	
31) Advertising	
32) Board Member Expense (Travel, Per Diem)	
33) Other:	
<b>34) Total Current Obligations</b>	
<b>Fixed Charges and Expenses</b>	
35) Office Rent (Land, Buildings, etc.)	
36) Furniture Rental	
37) Equipment Rental (Phone, Computer, etc.)	
38) Vehicle Rental	
39) Dues and Subscriptions	
40) Insurance and Bond	
41) Other:	
<b>42) Total Fixed Charges &amp; Other Expenses</b>	
<b>Capital Outlay</b>	
43) Land/Buildings	
44) Office Furniture	
45) Computer Equipment	
46) Vehicles	
47) Books (Library Reference Materials)	
48) Other:	
<b>49) Total Capital Outlay</b>	
<b>50) Total Contracts and Grants</b>	
<b>51) Total Purchases of Services Costs</b>	
<b>52) Total of Direct Costs</b>	
<b>53) Indirect Costs</b>	
<b>54) Total Budgeted Expenditures</b>	

\*Computations of all project costs must be clearly shown in the budget narrative.

## **BUDGET CATEGORIES**

### **Total Personnel Costs :**

Enter the respective totals for all expenditures that fall within this "object class" category. Expenditures for personnel costs include all compensation for permanent, temporary and emergency employees and their corresponding staff benefits. Expenditures for Professional Services, such as attorney or accountant fees, and expenditures relating to Board Member Compensation (excluding travel per diem) should also be reported under this category. If you make an entry in "Other", please specify what the "other" expenditure is.

### **Total Supplies and Materials :**

Enter the respective totals for all expenditures that fall within this "object class" category. Supplies and materials generally include commodities that are consumed in operations within a relatively short period or the use of which results in a material change in, or an appreciable impairment of their physical condition. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Office Supplies and Materials
- b. Computer Supplies and Software
- c. Janitorial Supplies
- d. Educational/Medical Supplies
- e. Automotive Supplies
- f. Other (If you make an entry in "other", please specify what the "other" expenditure is.)

### **Total Current Obligations :**

Enter the respective totals for all expenditures that fall within this "object class" category. All expenditures for operation and maintenance services incurred by the organization are classified as current obligations and services.

The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Travel
- b. Communication Expense (Telephone, Postage, etc.)
- c. Utilities (Electric, Water, Gas, etc.)
- d. Printing and Binding Costs
- e. Repair and Maintenance Costs (Buildings, Equipment, Furniture, Vehicles, etc.)
- f. Computer Services (Accounting, Payroll, Data Processing, etc.)
- g. Employee Training
- h. Advertising
- i. Board Member Expense (Travel, Per Diem, etc.)
- j. Other (If you make an entry in "other", please specify what the "other" expenditure is.)

### **Total Fixed Charges and Other Expenses:**

Enter the respective totals for all expenditures that fall within this "object class" category. All expenditures that are based upon a predetermined rate should be classified as fixed charges. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Office Rent (Land, Building, etc.)
- b. Furniture Rental
- c. Equipment Rental (Telephone, Computer, Copier, etc.)
- d. Vehicle Rental
- e. Dues and Subscriptions
- f. Insurance and Bonding
- g. Other (If you make an entry in "other", please specify what the "other" expenditure is.)

**Total Capital Outlay:**

Enter the respective totals for all expenditures that fall within this "object class" category. All expenditures that are for the purchase of tangible items with a service life of more than one year should be classified as capital outlay. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Land/Buildings
- b. Office Furniture (Desks, File Cabinets, Calculators, Typewriters, Copiers, etc.)
- c. Computer Equipment
- d. Vehicles
- e. Books (To be used in a library)
- f. Other (If you make an entry in "other", please specify what the "other" expenditure is.)

**Total Grants and Contracts:**

Enter the total of all funds you make available to other organizations or entities through formal grants or contracts. An example would be start-up or improvement grants to providers.

**Total Purchase of Services Costs:**

Enter the total of all funds made available to purchase services for which a formal contract or grant is not in place. Examples include: payments to providers based on the submission of a voucher given to the provider by a client or emergency care payments made on behalf of clients by a "review panel."

**Total Direct Services:**

Enter the total of all costs.

**Indirect Costs**

Enter the total of all indirect costs and indicate the %.

**Total Budgeted Expenditures**

Enter the total of Direct and Indirect Costs.